

**Board of Trustees Meeting Minutes**  
Milne Public Library, 1095 Main Street, Williamstown  
Wednesday, December 11, 2024 at 5:30pm

**Trustees Present:** Micah Manary (Chair), Jared Della Rocca (Vice Chair), Anna Halpin-Healy (Treasurer), Katy Evans (Secretary), Bridget Spann, Ben Lee-Cohen

**Trustees Absent:** Robin Lenz

**Staff Present:** none

**Others Present:** Craig Clemow (representative from the Friends)

Micah called the meeting to order at 5:32.

**REPORT**

**I. Welcome Craig from the Friends!**

Introductions

**II. Approval of Minutes from November Meeting (Katy)**

Small edit requested to strike "(Bridget is reviewing this policy)."

Micah moved to approve minutes as edited, Anna seconded. All voted in favor, except Katy, who abstained.

**III. Treasurer's Report from November (Anna)**

Gathering donations from annual appeal - 125 donations received thus far totaling \$15,710.

Some appeal letters were undeliverable so Anna will update the contact list.

Anna reminded the Trustees that, due to bank account quirks, it takes 1 month for funds to post to account.

[Paused discussion of the Treasurer's Report to discuss...]

**IV. Recording Meeting (Ben)**

Everyone agreed to be recorded.

Minutes will continue to note basic topics covered and how the Trustees voted. A full transcript of the recording will be provided for a more accurate and detailed record of our discussions.

[Back to Treasurer's Report...]

The funds from the 150th Anniversary Account that was closed are now in the Annual Fund. Judy, as chair of 150th Anniversary Celebration Committee, would like to be involved in conversations about what happens to these funds (to discuss at January meeting).

Katy moved to approve the report, Ben seconded. All voted in favor, except for Anna, who abstained.

**V. Director's Report (Angie, in absentia)**

**VI. Friends (Craig)**

No report.

Highlighted Angie's remarks in Friends' meeting packet from 12/11/24.

**OLD BUSINESS**

**VII. Friends License Agreement**

Micah moved to approve the agreement, Anna seconded. All voted in favor.

No service animal policy discussion this week.

**VIII. Director Goals**

Jared, Micah, and Anna met with the Director to prioritize goals identified previously and generated possible action steps to take to meet these goals. Trustees reviewed 10 action steps identified as the highest priority and suggested small edits.

The Trustees will invite a representative from the DIRE committee to a Trustee meeting once a year.

**NEW BUSINESS**

**IX. Future Fundraising Plan & Donor Management**

**X. Building Advisory Committee**

Please email Micah ideas for people to serve on this committee.

No discussion of FY26 budget or logos this month - defer to next.

**XI. Staff Bonuses**

Anna moved to approve the amount equal to \$150 after tax for each member of staff, to be allocated by the Director as she sees fit (up to \$10,000, to come from Annual Fund). Ben and Micah seconded. All voted in favor.

Micah will email Angie to discuss the process.

**XII. DEI Report**

The DEI committee will work on the quarterly report to send to the Town's DIRE committee. We missed the last report date and will hopefully have something to review at the January meeting.

As the Trustees continue to audit and update policies, we should bring a DEI lens. Trustees should also continue sharing opportunities for personal and professional development around DEI topics.

**XIII. Books / donation for Judy for 150th Anniversary**

After the final 150th event, we will have a celebratory tea. It was determined that we should decide how to spend the remaining 150th funds before this event and use some of these funds for a gift for Judy.

**XIV. Other Business**

For February meeting, think about your role as a trustee. Is it what you want it to be? What suggestions do you have? Also, Trustee self-evaluations will now take place in February.

It was suggested that the Secretary compile the agenda for monthly Trustee meetings. Currently the Trustee by-laws stipulate it needs to be the Chair, but this can be changed with a by-law modification.

Friends meeting schedule for Trustees - Micah will work on.

Update on invoice for privacy/screening fence - still pushing for using Centerline funds to pay. Micah and Jared will send email to the Select Board to advocate for this approach.

Micah adjourned the meeting at 7:37pm.

Next meeting is January 8, 2025 at 5:30pm.

*Minutes recorded by Katy Evans, Secretary*